

# ROANE COUNTY OFFICE OF EMERGENCY SERVICES

CHILD CARE FACILITY  
EMERGENCY PREPAREDNESS

ROANE COUNTY OFFICE OF EMERGENCY SERVICES IS WORKING WITH THE STATE OF TENNESSEE (TEMA) AND THE CHILD CARE FACILITIES IN ROANE COUNTY TO REVIEW THEIR STANDING EMERGENCY PLAN AND SUGGEST CHANGES AS NEEDED TO ASSIST RESPONDERS AND STAFF TO ASSURE THE SAFETY OF THE CHILDREN.

# Roane County OES completes the forms below and returns them to the Child Care Facility

## CHILD CARE FACILITY EMERGENCY PREPAREDNESS CHECKLIST



In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517. The written plan shall include:

- ☐ Provisions for a range of possible events that include, but are not limited to:
  - ☐ Fires
  - ☐ Tornadoes
  - ☐ Earthquakes
  - ☐ Chemical Spills, and
  - ☐ Floods
- ☐ Potential risks specific to location have been identified
- ☐ Procedures for notifying parents in an emergency
- ☐ Designated relocation sites and evacuation routes to those sites
- ☐ Reunification plans for children and families
- ☐ Written individualized plans to accommodate children with special needs in an emergency
- ☐ Documentation that the emergency plan is reviewed monthly
- ☐ Agency staff trained on the emergency plan annually
- ☐ Documentation of the following practice drills shall be maintained for one (1) year:
  - ☐ Monthly fire drill
  - ☐ Alternating monthly drills to cover each shift (including extended hours)
  - ☐ One drill other than fire every six (6) months

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- ☐ Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilize alarms, practice evacuation)
- ☐ The following emergency numbers posted next to agency telephones and readily available to staff:
  - ☐ Fire Department;
  - ☐ Police Department and Sheriff's Office;
  - ☐ Nearest Hospital Emergency Room;
  - ☐ Department of Children's Services Child Abuse Hotline;
  - ☐ Local Emergency Management Agency;
  - ☐ Ambulance or Rescue Squad;
  - ☐ Poison Control Center
  - ☐ Department of Human Services Child Care Complaint Hotline
  - ☐ 911 or equivalent generic emergency numbers
- ☐ Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
  - ☐ Includes work, home and cell phone numbers
- ☐ Parents/Guardians of enrolled children have been informed of the plan

## Child Care Facility Information (completed by Licensing Program Evaluator):

Facility Name: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Facility Contact: \_\_\_\_\_  
Facility Phone: \_\_\_\_\_ Facility Contact Email: \_\_\_\_\_

# ROANE COUNTY OFFICE OF EMERGENCY SERVICES HAS REVIEWED PLANS FOR 4 OF THE COUNTIES CHILD CARE FACILITIES.

- Trenton Street Baptist Church Daycare
- Tam's Tots
- Kiddie Korner
- Mid-East CAA Head start

# SOME OF THE REQUIREMENTS THAT MUST BE MET BY THE CHILD CARE FACILITY ARE:

- Documentation of monthly fire drills, and two (2) drills other than fire drills annually (i.e. Tornados, floods, or active shooter)
- Documentation confirming each employee has reviewed the emergency plan and is familiar the his or her role.
- All emergency phone numbers are posted by every phone. (i.e. fire department, police, and poison control)
- Evacuation routes to alternate locations for children if relocation is necessary and a notification / reunification plan for parents and children.

## IN CONCLUSION :

The Roane County Office of Emergency Services is confident that the participation in this program will make a response to an emergency situation at a child care facility much safer for responders, facility staff members, parents, and most of all the children involved.